



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Villapudua

Classification: District Director

Salary Range: \$6,924 – 16,513 monthly (commensurate with experience)

Posted: October 19, 20203

Location: 4643 Quail Lakes Drive, Suite 200, Stockton, CA 95207

Position Description:

Under the direction of the Member and the Chief of Staff, the District Director will serve as the official representative and liaison of the Member; supervise district office operations and personnel. The ideal candidate brings a positive attitude and a high degree of attention to detail, has management experience, and extensive event planning skills.

Duties and Responsibilities:

- Supervises and coordinates the operations in the district office, including scheduling the Member's activities, performing tasks requested by the Member, reviewing important correspondence, and coordinating with the Capitol office.
- Acts as the Member's representative by responding to significant and complex constituent inquiries and problems; attending local government, community and private interest group meetings; and communicating with the media.
- Serves as a liaison between the district and the Member and Chief of Staff by maintaining an awareness and involvement in district affairs and issues; frequently reports and makes recommendations to the Member and Chief of Staff.
- Assists with development and implementation of communication programs (e.g. Public Service Announcements, newsletters, etc.)
- Makes presentations at events on behalf of the Member.
- Assists in the research, public discussion, and drafting of legislation and amendments.

- Oversees management of constituent data and correspondence using the constituent management software program.
- Complies with Assembly policies and rules as outlined by the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Principles, functions, practices, and operations of the California State Legislature.
- District and State issues, current events, and relevant legislation.
- Basic journalism and communication skills.
- Establish and maintain cooperative relationships with constituent groups, local governments, private interest groups, and the general public.
- Work effectively with elected officials, community-based organizations and the media.
- Communicate clearly and concisely.
- Work extended hours, which include nights, weekends, and holidays when legislative functions and district events dictate.
- Travel throughout the district and candidate must have own form of transportation.
- Work efficiently and effectively under pressure.
- Provide accurate and complete information in response to constituent inquiries and problems.
- Access, input, and retrieve information from a computer.
- Select, supervise, train and evaluate subordinates.

To Apply:

Submit cover letter, resume and three references to Israel.Landa@asm.ca.gov with the subject line "District Director."